

ODP 4061-77  
11 November 1977

MEMORANDUM FOR: Acting Deputy Director for  
Administration

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Annual Report on Travel Cost Savings

REFERENCE : Your memo dtd 1 Nov 77, same subject  
(DDA 77-5879)

The ODP Annual Report on Travel Cost Savings  
is attached and is submitted in response to the  
reference.

STATINTL



*for* Clifford D. May, Jr.

Att: a/s

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ODP #3085-77

DDA 77-5780

1 NOV 1977

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Assistant for Information, DDA

FROM: Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT: Annual Report on Travel Cost Savings

REFERENCES: a. OMB Bulletin No. 76-9, Supplement No. 2,  
dtd 30 July 1976

b. Mult Adse Memo fm A/DDA dtd 1 Oct 76,  
subject: Travel Plans - Fiscal Years  
1977 and 1978 (DDA 76-4902)

1. As you know, OMB Bulletin No. 76-9, dated 4 December 1975, established certain reporting requirements concerning control of official travel. Since this policy was established under the previous Administration, there was some doubt that it would be continued; however, the Office of the Comptroller has just determined that OMB does wish to have a report from the Agency on actual cost savings realized in FY 1977 through the execution of its travel plans.

2. Reference a. provides detailed instructions and a sample format to be used in preparing the report. A copy is attached for your guidance.

3. Since reference a. established a due date of 15 November 1977, we will need to receive one copy of your report by 10 November in order to compile the overall Agency report. STATINTL



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76-3096

EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

ATTACHMENT

BULLETIN NO. 76-9, SUPPLEMENT NO. 2

July 30, 1976

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Control of official travel

1. Purpose. This Supplement amends Office of Management and Budget (OMB) Bulletin No. 76-9 of December 4, 1975 to require that agencies prepare reports on FY 1977 travel costs and savings. It also suggests some additional methods and procedures to control travel that agencies should consider in developing their travel plans for FY 1977.

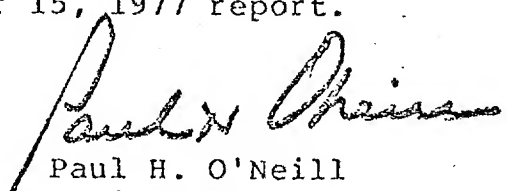
2. Reporting Requirements. Each agency shall submit a report on FY 1977 travel costs and savings to:

General Services Administration  
Attention: Director  
Federal Travel Management Division  
Federal Supply Service

The report is required to be submitted not later than November 15, 1977, and shall be in accordance with Attachment A and the exhibit thereto.

3. Methods and Procedures to Control Travel. Within the constraints of the policy and guidelines set forth in OMB Bulletin No. 76-9, as amended, agencies shall develop travel plans for FY 1977 that will minimize travel costs and eliminate nonessential travel. In the development of their travel plans, each agency should consider the methods and procedures set forth in Attachment B. Each of these methods or procedures has been implemented by at least one Federal agency. Accordingly, each agency should include as many as may be appropriate in its FY 1977 travel plan.

4. Effective Date. This Supplement is effective immediately and expires along with OMB Bulletin No. 76-9 upon submission of the November 15, 1977 report.

  
Paul H. O'Neill  
Acting Director

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Attachments

ATTACHMENT A  
Bulletin No. 76-9  
Supplement No. 2

REPORT ON FY 1977 COSTS AND SAVINGS  
IN TRAVEL AND TRANSPORTATION OF PERSONS

An original and one copy of the FY 1977 year-end report on travel costs and savings will be submitted in the format of the attached Exhibit, as prescribed below.

Part I. Costs and Savings. This part will present for each period shown the estimated dollar amounts for travel and transportation of persons (object class 21), in thousands of dollars. The term "travel costs" as used in this Attachment is intended to be on the same basis (obligations, costs, or other measures) used by the agency in its accounting for travel and other object classes. In most cases, agencies will provide a single line entry showing travel costs for the agency, as a whole. However, Cabinet departments are required to provide separate line entries for each major bureau or other organizational unit that has sizeable travel costs. In such cases, a total for the agency is also required. The amounts provided for the various line entries should equal the total for the agency.

Agency. List the reporting agency. In the case of Cabinet departments, also list separately any bureau or other organizational unit with significant travel costs, a consolidated line entry for the other organizational units, and a line entry for "total agency." At least one space should be left between each line entry.

Column 1. Report estimated travel costs for FY 1977 for each line entry shown in the "Agency" column. The total amount reported should be consistent with the FY 1977 amounts for travel presented in the 1978 budget.

Column 2. Report actual travel costs for FY 1977 for each line entry shown in the "Agency" column.

Column 3. Report the dollar increase (+) or decrease (-) in travel costs. The amounts reported should equal the difference between actual costs for FY 1977 (Column 2) and estimated costs (Column 1).

Column 4. Report the estimated dollar savings in travel costs resulting from revised travel plans for FY 1977 developed in accordance with Bulletin No. 76-9 and this Supplement, as appropriate. The amount estimated as saved

in FY 1977 (Column 4) plus the amount of actual travel costs reported for FY 1977 (Column 2) should equal the total amount for travel for FY 1977 that had been estimated prior to the revised travel plans.

Part II. Discussion of methods used to achieve economies and savings. A brief narrative should specify the methods used to achieve the economies and savings reported by the agency in Column 4 of Part I, above. This discussion should highlight successful methods that may be applicable to other Government agencies.

Part III. Explanation of increases. In view of possible increases in actual FY 1977 travel costs above what had been estimated, the same dollar amounts may not have resulted in the same extent of travel. Therefore, an estimate should be made of the dollar amounts of actual travel costs (Column 2) attributable to:

- increased per diem and subsistence rates;
- increased common carrier rates (such as fares for air and rail travel); and
- other increased travel costs (such as mileage allowance).

Approximations, rather than a detailed analysis of travel vouchers, should be used for this purpose to minimize agency workload.

Also indicate, as appropriate, the costs attributable to any increase in the extent of travel, together with a brief explanatory statement.